

TEMPORARY QUARTERS WORKSHEET

___ TQSE (DOMESTIC)

___ TQSA (INTERNATIONAL)

EMPLOYEE NAME: _____

DATE SUBMITTED: _____

Day	Date	Lodging	Meals	Groceries (Food Only)	Coin Laundry	Dry Cleaning	Daily Total	Comments
1 st								
2 nd								
3 rd								
4 th								
5 th								
6 th								
7 th								
8 th								
9 th								
10 th								
11 th								
12 th								
13 th								
14 th								
15 th								
16 th								
17 th								
18 th								
19 th								
20 th								
21 st								
22 nd								
23 rd								
24 th								
25 th								
26 th								
27 th								
28 th								
29 th								
30 th								
Monthly Totals								

Lodging Receipts must be attached in all cases
 Receipts must be provided for each expense (including meals) exceeding \$75.00 in cost

Maintain All Receipts for 6yrs 3months for Audit Purposes
Some Internal Policies May require Dry Cleaning Receipts

Relocation Specialist Use Only Computation of Maximum Allowable Entitlement For This Period

Employee or unaccompanied Spouse: ___ days @ \$ _____ = \$ _____
 Accompanying Spouse: ___ days @ \$ _____ = \$ _____
 ___ Family member(s) 12 years or older: ___ days @ \$ _____ = \$ _____
 ___ Family member(s) under 12 years: ___ days @ \$ _____ = \$ _____
 Maximum Allowable Entitlement This Period: \$ _____